

## **Revisions for Proposed 2018 Council Calendar**

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### **EXECUTIVE SUMMARY**

In accordance with Section 193(1) of the *Municipal Government Act*, Council establishes its Council meeting schedule for the upcoming year at its annual Organizational meeting. Council directed Administration to schedule Committee meetings in an order similar to the 2018 January schedule and to return to Council on 2017 November 13 with a revised calendar for Council's consideration. This report presents revised dates from February 01 to December 31, 2018 for Council's consideration. All Members of Council must be in attendance in order to adopt the 2018 Council Calendar.

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council:

1. Adopt meeting dates from February 01 to December 31, 2018 as set out on Attachment 1 for inclusion in the 2018 Council Calendar; and
2. Direct that the Wholly-Owned Subsidiaries' Annual Shareholder Meetings in 2018 be scheduled as set out on Attachment 1.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2017 October 30 Organizational meeting of Council, Recommendation 1 contained in Report C2017-1076 was adopted, following amendment. Council gave direction to Administration to incorporate principles such as uniformity in scheduling the Committee meetings, which would be similar to how the 2018 January schedule was structured and to return to Council on 2017 November 13.

### **BACKGROUND**

Council Calendars adopted in recent years were uniform in the sense that Council meetings were primarily scheduled on Mondays, Standing Policy Committee (SPC) meetings were primarily scheduled on Wednesdays, and Standing Specialized Committee (SSC) meetings were primarily scheduled on Thursdays. Prior to the 2018 calendar proposal, less emphasis was placed on ensuring that SPC and SSC reports were scheduled to minimize the amount of time that passed before they were placed on an upcoming Council agenda. Another scheduling 'standard' in past calendars was that Council meetings were primarily scheduled three times per month (one Regular, one Strategic and one Combined meeting).

At the 2017 October 30 Organizational meeting of Council, Members of Council requested that the general order and sequence of the 2018 proposed Council Calendar mirror the order of the 2018 Calendar for the month of January. The attached calendar achieves this.

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### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

In order to mimic the general order and sequence of meetings contained in 2018 January, and to add a sense of uniformity within a single meeting type, the following revisions were made to the 2018 calendar proposed at the 2017 October 30<sup>th</sup> Organizational meeting of Council.

#### Public Hearing Council Meetings

There are eleven Public Hearing Council meetings scheduled, every month except August. Public Hearing Council meetings are scheduled for Mondays at 9:30 a.m. and the following Tuesday, if required, with a reconvene time of 1:00 p.m., with one exception. To accommodate the Thanksgiving Monday holiday, the October Public Hearing Council meeting is scheduled to begin on Tuesday, 2018 October 09. There is not a second meeting day scheduled to accommodate any unfinished business.

#### Regular Council Meetings

There are eleven Regular Council meetings scheduled, every month except August. Regular Council meetings are scheduled for Mondays at 9:30 a.m. and the following Tuesdays are left free of other meetings in the event that Council needs to reconvene for unfinished items (at 1:00 p.m. as in past years). All Regular Council meetings are scheduled on Mondays, after the monthly Public Hearing Council meeting.

The meetings are scheduled to capture all reports coming from the Administration, the SPCs, and to the extent possible, the SSCs. This will minimize the length of time before SPC and SSC reports are forwarded for Council consideration.

#### Strategic Council Meetings

A Strategic Council meeting is a form of Regular Council meeting. They are strategic planning sessions for Council that are typically comprised of reports directly from Administration and specifically the Intergovernmental and Corporate Strategy (ICS) group.

There are ten Strategic Council meetings, every month except August and November. To improve uniformity, one date was moved from April 09 to April 25, so that each Strategic meeting is always scheduled on a Wednesday, and all except two are scheduled on the Wednesday following a Regular Council meeting.

#### Standing Policy Committee (SPC) Meetings

To minimize the length of time before SPC reports are forwarded for Council consideration, all the SPC meetings will take place within the same week, on the first full work week of the month. The typical order in which they have been scheduled is as follows: SPC on Planning and Urban Development, Monday; SPC on Community and Protective Services, Wednesday; SPC on Transportation and Transit, Thursday; and the SPC on Utilities and Corporate Services, Friday.

There are eleven Regular SPC on Planning and Urban Development meetings scheduled, every month except August. Most are scheduled on Mondays at 9:30 a.m., with two exceptions. The SPC on Planning and Urban Development following Stampede is scheduled to begin on 2018 July 16, at 1:00 p.m. The SPC on Planning and Urban Development following Labour Day has been moved to Tuesday, September 04 at 9:30 a.m., with the Priorities and Finance Committee being scheduled for the same day in the afternoon.

There are eleven Regular SPC on Community and Protective Services meetings scheduled, every month except August. To improve uniformity, most are scheduled on Wednesdays at 9:30

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a.m. One Special SPC on Community and Protective Services meeting has also been scheduled and occurs on Tuesday, April 03.

There are eleven Regular SPC on Transportation and Transit meetings scheduled, every month except August. To improve uniformity, most are scheduled on Thursdays at 9:30 a.m.

There are eleven Regular SPC on Utilities and Corporate Services meetings scheduled, every month except August. To improve uniformity, all are scheduled on Fridays at 9:30 a.m.

### **Standing Specialized Committee (SSC) Meetings**

There are fourteen Priorities and Finance Committee (PFC) meetings; eleven meetings each of Intergovernmental Affairs Committee and Gas, Power and Telecommunications Committee, and eight Audit Committee meetings scheduled.

PFC is scheduled in the same week as the Standing Policy Committees. Most are scheduled on Tuesdays at 9:30 a.m. with three exceptions. The Priorities and Finance Committee meeting following Labour Day will begin at 1:00 p.m. to accommodate a doubling up with an SPC on Planning and Urban Development meeting. The second PFC meeting in March and in June fall on a Thursday.

The remaining SSC meetings are scheduled for the week immediately following the week of SPC and PFC meetings. The SSC meetings week begins on the Wednesday following the Public Hearing meeting of Council. The order of the Committee meetings is as follows: Intergovernmental Affairs on Wednesday, Gas, Power and Telecommunications on Thursday, and Audit Committee on Friday (if a meeting is scheduled that month).

### **Cannabis Legislation: Council and Committee Requirements**

With anticipated changes to Federal cannabis legislation, a Special Council meeting and several Special SPC meetings are being dedicated to examine impacts to The City. The dates of those Special meetings are; February 21 at 9:30 a.m. a Special SPC on Planning and Urban Development, April 03 at 9:30 a.m. a Special SPC on Community and Protective Services, April 04 at 1:00 p.m. a Special SPC on Transportation and Transit, and April 05 at 9:30 a.m. a Special Combined Council Meeting, which can carry over to Friday April 06 if required.

## **Stakeholder Engagement, Research and Communication**

Additional engagement in the preparation of this report consists primarily of verbal feedback from Members of Council on the 2018 calendar first proposed at the 2017 October 30<sup>th</sup> Organizational meeting of Council.

## **Strategic Alignment**

This report aligns with Council's priority of a well-run city: "Calgary's government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*). Adoption by Council of regularly scheduled Council meetings on specified dates, times and places satisfies the legislated requirement for notice in accordance with Section 193 of the *Municipal Government Act*.

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### **Social, Environmental, Economic (External)**

No social, environmental or external implications have been identified related to the recommendations in this report.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

There are no direct operating budget implications for this report.

#### ***Current and Future Capital Budget:***

There are no direct capital budget implications for this report.

### **Risk Assessment**

In accordance with Section 193(1) of the *Municipal Government Act*, all Members of Council must be in attendance in order to adopt the Council Calendar.

### **REASON FOR RECOMMENDATION:**

Adoption and publication of a Council meeting schedule for the upcoming year ensures an efficient and transparent notification process which meets legislated requirement for notice.

### **ATTACHMENT(S)**

1. Revised February – December 2018 Council Calendar proposal